

PURCHASING UPDATE



Utah Division of Purchasing
and General Services

How to Use an Approved Vendor List on an SCC

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The Utah Division of Purchasing has created Approved Vendor List State Cooperative Contracts. These contracts require a secondary procurement step in order to use. An approved vendor list is a group of approved vendors established under Section 63G-6a-507. This section describes in detail the process that is required to use Approved Vendor Lists.

Did you know that for all Executive Branch Agencies, Utah Division of Purchasing will perform the secondary process. You will submit your scope of work and any essential information to your project to purchasingsolicitations@utah.gov . Someone from State Purchasing will be reaching out to conduct the final steps using the Approved Vendor List established. AVLs are better for short term projects such as one year or less.

How do you know what contracts are Approved Vendors Lists Contracts? That is a great question. There are two way to know if the contract is an Approved Vendor List. First, the two letters in front of the contract will be “AV” for example AV1234 and second, it is in the *ordering instructions* section on the vendor-landing page. This will indicate the requirements needed to use this contract properly. Make sure you are reading the ordering instructions for all State Cooperative Contract. Each contract may have different ordering instructions.

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JUST THE FAQs

Renting a Car for Business Travel

By Kevin Lucas

Question: Can I just rent a car on my own and submit the receipt to get reimbursed?

Answer: Per FIACCT 10-02.06 Travel Reimbursement- Transportation, all rental car reservations must be booked via the state travel office.

Question: Do I have to return the vehicle with a full tank of gas?

Answer: The contract requires vehicles to be returned with the same level of fuel the vehicle had at the time of pick up.

Question: Is it allowed to tow with the rental?

Answer: Towing is only permitted on the Box Truck Rental Services contract PD2804 by utilizing a heavy duty pickup truck.

Question: If I'm using personal time after my business need, can I use the rental car and reimburse my agency?

Answer: All contracted rentals are strictly for business purposes only.

You may be wondering if other vendors can be added to this Approved Vendor List. Yes, additional vendors are able to join the list if they agree to or certify the same way the other vendors did. Typically, this processes of re-certifying and adding new vendors is available each year but must be completed every 18 months. For questions, contact Windy Aphayrath, waphayrath@utah.gov.

Vehicle Portfolio is no longer an Approved Vendor List

The Utah Division of Purchasing has been changing some Approved Vendor List Contracts to Multiple Award Contracts. This has been the case for the Vehicle Portfolio. A secondary quote process is NO LONGER REQUIRED. This contract portfolio is now considered a Multiple Award and each contract is based on established terms and prices submitted.

It is important to note that all vehicle contract numbers shall remain the same. To use these contracts, Eligible Users will simply need to make a best value decision on a case-by-case basis on which dealer they would like to work with. You will make this decision by reviewing each dealership's discount percentage and MSRP document. You may get quotes, however, you are NOT required to. You simply needs to review the contracts and make a "Best Value" decision on which contract to utilize taking into considering a variety of factors including but not limited to geographical distance from location, price, warranties, service operation, availability of vehicle, etc. For questions, contact Kayla Medina, kaylamedina@utah.gov.



Courtesy Postings: Help Us Help You

By Nick Hughes, State Contract Analyst

I once heard a story about a wise soldier that was faced with imminent doom in an arena battleground. There were many others in the arena, from varying lands and countries. The owner of the arena was banking on the idea that each man would not put aside their differences to fight together, most assuredly guaranteeing victory. Seeing this plan, the wise soldier gathered the men and said, "Whatever comes out, we've got a better chance of survival if we work together."

I may be quoting a line from the epic movie *Gladiator*, however, the notion rings true in all aspects of what we do in Purchasing. When we work together, we have a much better chance of success.

The Division of Purchasing has created a Courtesy Posting Program for all procurement units to utilize which will assist any entity in their procurement needs. It's designed to help each procurement unit streamline their procurement processes while allowing a second pair of eyes to review any documents, events, solicitations, etc. to verify it meets the Utah Procurement Code's requirements.

This may be useful if you do not have a purchasing department, have turnover in your entity which may create uneasiness about how to buy something, or have had issues and protests in the past which may have been put on public display for all to see (not a fun one). To ease your burden, we are here.

How can I get involved in this to ease my stress level and save what hair I have left on my head? That's a great question. The first thing you need to do is review the form found [here](#). If you are not able to access it, you may request the information at purchasingsolicitations@utah.gov. The

Division allows for three types of service to assist with:

- **Courtesy Postings** – The Division will post pre-developed documents into Sciquest and track responses;

Basic Procurement Services – The Division will conduct a review of pre-developed solicitation documents and offer guidance and suggestions according to the Utah Procurement Code;

- **Extended Services** – The Division of Purchasing will assist with solicitation and contract development.

A more detailed description may be found in the courtesy posting form. Important to note that only one agreement needs to be completed per entity. Additionally, if you complete the agreement for level one services but later opt for level 3 services, a new agreement will need to be complete.

The document contains information on how to submit the document and what to expect. Important to remember, that we are here to assist you and help ease some of the burdens of conducting a procurement, but just as Maximus in *Gladiator* stated, "we've got a better chance... if we work together." The Division of Purchasing has placed amazing employees on this team to assist, but they will only go as far as you let them. It's important to communicate needs, timelines, questions, and also respond in a timely manner. Procurements go much smoother when we work together.

In closing, help us help you. We are here, let's do this procurement thing and make it smooth like butter. For questions, contact Nick Hughes, nhughes@utah.gov.

Automotive Fleet Supplies

By Garret Johnston, Purchasing Agent

The Automotive Fleet Supplies contracts provide light and heavy-duty automotive fleet supplies including air, oil and fuel filters, automotive/industrial batteries, and antifreeze. Traditionally, DGO Purchasing solicited automotive filters, batteries and antifreeze individually as their own contracts. However, buyers noted that in many instances one vendor

held two or more of these contracts, which often resulted in a single purchase order referencing multiple contract numbers within the PO. So to help simplify things and streamline the PO process, State Purchasing wrapped all three commodities into a single solicitation, resulting in the following new contract awards:

Contract	Anti- freeze	Batteries	Filters
MA3688 Battery Systems		X	
PD2978 Crus Oil	X		X
MA3690 Cummins Rocky Mountain	X		X
MA3687 Elliott Automotive Parts Co		X	X
MA3692 Kenworth Sales	X	X	X
MA3691 Parts Authority		X	
MA3689 Pilot Thomas Logistics	X		
MA3693 Vehicle Maintenance Program			X

Buyers are allowed to make orders under \$125, however contractors are allowed to add the actual delivery costs to quotes totaling less than \$125. Please note that when purchasing smaller quantities of these items, it may make sense to consider the Light Duty Auto Parts contracts MA2317 FMP, MA2872 Napa, and MA2873 O'Reilly Auto, which also have auto filters, batteries, and antifreeze on state contract.

A special thanks to the scoring committee members who made the Automotive Fleet Supplies contracts possible.

For any questions, please contact Garret Johnston, gkjohnston@utah.gov.



Year End Solicitations and Expenditures

By Tara Eutsler, State Contract Analyst

With July 1 looming nearer, we will soon be saying good-bye to FY21 and entering FY22. To abide by the fiscal year rules, please review and apply the following information.

- State Finance requires the agency to record the transaction in FINET in the fiscal year the goods/services were received. This is true for purchase from contracts, purchase order, GAX, or P-card.
 - ⇒ If the orders are received by June 30, 2021, FY21 funds are used to make the payment.
 - ⇒ If the orders are received after June 30, 2021, FY22 funds are used to make the payment.
- Agencies can now create FY22 RQS in FINET. If an agency receive the procurement item on a purchase order after July 1 and pay with FY22 funds, an FY22 RQS is necessary.

If you have any questions about year-end payments and purchases, please reach out to your agency finance team or to Tara Eutsler, teutsler@utah.gov, 801-538-3386.



Notice Regarding



Utah Department of Government Operations

Effective July 1, 2021, the Utah Department of Administrative Services will become part of the Utah Department of Government Operations. This change is a result of the State of Utah Legislature passing S.B. 181, legislation combining the Department of Administrative Services with the Department of Technology Services, and the Department of Human Resource Management. As such, the Division of Purchasing will be a division within the Department of Government Operations.

Future communications and solicitations issued by the Division of Purchasing may reference the Department of Government Operations. For your information, Jenney Rees will be the Executive Director of the Department of Government Operations, with John Barrand as the Director of the Division of Human Resource Management and Alan Fuller as the Director of the Division of Technology Services and Chief Information Officer.

At this time, there is no action for you to take. This notification is to inform you of the change with S.B. 181. The physical addresses and mailing addresses for the new department will remain the same.

If you have any questions regarding this notice, please reach out to Chris Hughes at (801) 957- 7130 or christopherhughes@utah.gov.

Spotlight Article



Nikki Sanchez, Purchasing Agent

Nikki Sanchez came to work for the State of Utah in August of 1999, starting with the Division of Facilities Construction and Management (DFCM). Nikki worked with DFCM for eleven years before making a switch to State Purchasing under CPO- Kent Beers, and Assistant Directors Nancy Orton and Paul Mash.

Nikki works as a Purchasing Agent and currently helps run the Courtesy Posting Program for State Purchasing and is also a part of the Division of Administrative Services (DAS) newly formed Shared Services POD Group. Nikki has really enjoyed her time in State Purchasing and has seen many changes and new faces along the way.

When Nikki is not working, she spends most her time with her family of four at a baseball field watching her two sons play ball. Nikki loves to travel with her husband, Carlo, to watch her boys Corbin (17 years old) and Cayman (13 years old), and dog Dash, play all around the US. When not at baseball practice or baseball games, Nikki likes to hike, boat, and snow ski in Utah's beautiful landscape where she was born and raised. She is also waiting to win the lottery to travel the Globe!

Q and A

Q: What is always a waste of money?

A: Gambling, I have the hardest time putting money in a slot or on a table.

Q: Will we ever actually live like the Jetsons?

A: Absolutely, I think we are pretty close to it now!

Q: If you were going to be executed, what would your last meal be?

A: Something off the menu at The Office in Cabo San Lucas, Mexico. Best restaurant I have ever eaten at!



TOPIC: UCI - Helping to meet your needs while you help us change lives (12pm) & Professional Technical Services for non-construction related services (12:30pm)

SUMMARY: UCI & the products & services we provide to state agencies/government organizations. We will discuss the state purchasing code requirements/exception process, the benefits of UCI for our incarcerated population & the goals of the work program. | Part 15 as another Arrow in your quiver.

Award of a contract based on qualifications in certain circumstances when and IFB or RFP aren't ideal. When it works, doesn't work & how to apply part 15.

PRESENTER: Maria Peterson | Paula Cook | CJ

DATE: 7/15/2021 | **TIME:** 12:00 PM—1:00 PM

Future Utah Chapter NIGP meetings

9/16/2021 | TBD

11/18/2021 | TBD

How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Tara Eutsler, teutsler@utah.gov.

Utah Division of Purchasing & General Services

4315 S. 2700 W. FL. 3

Taylorsville, Utah 84129

801-957-7160

Purchasing.utah.gov

Hours: 8:00 am—5:00 pm M-F

